



Town of
Stallings

315 Stallings Road ▪ Stallings, North Carolina 28104

Land Development Preliminary Plan Permit

Date Filed: _____ Fee Paid: _____

Type of Development

☐ Commercial ☐ Major Subdivision ☐ Minor Subdivision ☐ Other

Subdivision Information

Subdivision Name: _____ Phase: _____

Address or Location: _____

Parcel Identification#: _____

Project Description: _____

Zoning: _____ Rezoning/CUP Case#: _____

No. of Lots: _____ Total Acres: _____ Floodplain Acres: _____

Total Disturbed Acres: _____ Total Built Upon Area: _____ Open Space Acres: _____

Sanitary Service: Sewer ☐ Septic ☐ Street Type: ☐ Public ☐ Private

Name of Watershed where property is located: _____

Property Owner Information

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Contact Person's Name: _____ Phone: _____

Engineer Information

Engineer Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Contact Person's Name: _____ Phone: _____

Engineer Signature: _____ Date Signed: _____

MAJOR SUBDIVISION PRELIMINARY PLAN

PLANNING: Please check each ☐ below to determine completeness of the application for plan review:

General Information

- ☐ Project Name
- ☐ Name, address, telephone number, and email of applicant and persons (firm) preparing the concept plan.

***PRIOR TO PRELIMINARY PLAN APPROVAL AND PERMIT ISSUANCE,
THE FOLLOWING ITEMS MUST BE PROVIDED TO THE TOWN:***

- 1. Filed Standard Water and Sewer Extension Agreement from UCPW***
- 2. Erosion / Sediment Control Permit from NCDEQ***
- 3. Driveway Permit from NCDOT***

No grading, erosion control device implementation or construction can begin on a site until these items are provided.

- ☐ Name, address, telephone number and email address of property owner.
- ☐ A scale of 1" = 100' or greater; graphic bar scale
- ☐ Plan size to be 18" x 24"
- ☐ Name, address, phone number and registration number of the registered land surveyor

Site Information

- ☐ Sketch vicinity map showing the relationship between the proposed subdivision and surrounding area
- ☐ Corporate limits, township boundaries and county lines, if on the subdivision tract
- ☐ Date of Plan/Plan Preparation
- ☐ North Arrow and Source of Data
- ☐ Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown (drawn to scale)
- ☐ Names of owners of adjoining properties
- ☐ The names of adjoining subdivisions of record or proposed and under review
- ☐ Property boundaries and total acreage
- ☐ Zoning Classification of tract to be subdivided and on adjoining properties
- ☐ Existing property lines on the tract to be subdivided and on adjoining properties
- ☐ Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining
- ☐ Proposed lot lines, lot and block numbers and appropriate dimensions
- ☐ Minimum building setback lines

- ☐ The lot lines, lot and block numbers and appropriate dimensions
- ☐ The lots numbered consecutively throughout the subdivision

Environmental Information

- ☐ Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams, or stream beds and any other natural features affecting the site
- ☐ The exact location of the flood hazard, floodway and floodway fringe areas from the community's FEMA maps or other approved maps
- ☐ The amount of impervious surface on the overall site
- ☐ Identify all streams as either perennial or intermittent; a letter from DWQ is required confirming whether they are perennial or intermittent and what buffers are required
- ☐ If no streams are present on site, a letter from a professional engineer stating that there is no surface water on the site is required
- ☐ Show all required stream buffers as defined by DWQ
- ☐ Natural Buffers

Street/Right of Way Information

- ☐ Proposed streets
- ☐ Existing and planned streets on adjoining properties and in the proposed subdivision
- ☐ Rights-of-way, location and dimensions
- ☐ Pavement widths
- ☐ Appropriate grades
- ☐ Design engineering data for all corners and curves
- ☐ Typical street cross sections
- ☐ Street names (requires UCEMS Communications Approval)
- ☐ If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the State Department of Transportation (DOT), Division of Highway's Manual on Driveway Regulations. Evidence that the subdivider has obtained this approval must accompany the plan

Landscaping Information

- ☐ Property Boundary Buffers (UDO Article 11.6-1)
- ☐ Street Buffers (UDO Article 11.6-3)
- ☐ Vehicular Use Area (UDO Article 11.6-4)
- ☐ Tree Save Areas (UDO Article 11.8)

Utility Information

- ☐ Utility and other easements
- ☐ Sanitary sewers
- ☐ Other drainage facilities, if any
- ☐ Water distribution lines
- ☐ Natural gas lines
- ☐ Telephone lines
- ☐ Electric lines
- ☐ Cable TV

- ☐ Plans for individual water supply and sewer disposal systems, if any
- ☐ Profiles based upon mean sea level datum for sanitary sewers and storm sewers

Site Calculations

- ☐ Acreage in total tract to be subdivided
- ☐ Acreage in parks and recreation areas and other nonresidential uses
- ☐ Total number of parcels created
- ☐ Acreage in the smallest lot in the subdivision
- ☐ Linear feet in streets

Other

- ☐ Pedestrian or bicycle paths, if applicable
- ☐ Parks and recreation paths, if applicable
- ☐ School sites, if applicable
- ☐ Areas to be dedicated to or reserved for public use

- ☐ Areas to be used for purposes other than residential with the purpose of each stated
- ☐ The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowner's association or for tenants remaining in subdivider's ownership) of recreation and open space lands
- ☐ Any historical properties identified on the National Register of Historic Places
- ☐ Water/Sewer approval from UCPW/Copy of the Standard Water and Sewer Services Extension Agreement
- ☐ The accurate locations and descriptions of all monuments, markers and control points
- ☐ A copy of erosion control plans submitted to the appropriate authority, if plan is required. The plan shall be submitted to the State Division of Land Quality Regional Office
- ☐ Architectural Plans showing compliance with UDO Article 5.7
- ☐ Fee for Major Subdivision Preliminary Plan Review Paid (see Town of Stallings Fee Schedule)
- ☐ List all approved zoning conditions if applicable
- ☐ Two (2) hard copies and 1 electronic submittal (preferably e-mail)

Engineer Signature

Date

*****Town of Stallings Staff Use Only Below*****

Project Name: _____

- ☐ Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- ☐ Application is **NOT** complete and is **REJECTED** for Plan Review for the following reasons:

Engineer Contacted By: _____

_____ Date: _____ Time: _____

Application of Plan Review Completeness ***PLANNING CHECKLIST***

MINOR SUBDIVISION PRELIMINARY PLAN

PLANNING: Please check each ☐ below to determine completeness of the application for plan review:

General Information

- ☐ Project Name
- ☐ Name, address, telephone number, and email of applicant and persons (firm) preparing the concept plan.
- ☐ Name, address, telephone number and email address of property owner.
- ☐ A scale of 1" = 100' or greater; graphic bar scale
- ☐ Plat Size to be 18" x 24" with a 1" border
- ☐ Name, address, phone number and registration number of the registered land surveyor

Site Information

- ☐ Sketch vicinity map showing the relationship between the proposed subdivision and surrounding area
- ☐ Corporate limits, township boundaries and county lines, if on the subdivision tract
- ☐ Date of Plan/Plan Preparation
- ☐ North Arrow and Source of Data
- ☐ Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown (drawn to scale)
- ☐ Names of owners of adjoining properties
- ☐ The names of adjoining subdivisions of record or proposed and under review
- ☐ Property boundaries and total acreage
- ☐ Zoning Classification of tract to be subdivided and on adjoining properties
- ☐ Existing property lines on the tract to be subdivided and on adjoining properties
- ☐ Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining
- ☐ Proposed lot lines, lot and block numbers and appropriate dimensions
- ☐ Minimum building setback lines
- ☐ The lot lines, lot and block numbers and appropriate dimensions
- ☐ The lots numbered consecutively throughout the subdivision

Environmental Information

- ☐ Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams, or stream beds and any other natural features affecting the site
- ☐ The exact location of the flood hazard, floodway and floodway fringe areas from the community's FEMA maps or other approved maps
- ☐ The amount of impervious surface on the overall site (if site exceeds 1 acre in size)
- ☐ Identify all streams as either perennial or intermittent; a letter from DWQ is required confirming whether they are perennial or intermittent and what buffers are required

- ☐ If no streams are present on site, a letter from a professional engineer stating that there is no surface water on the site is required
- ☐ Show all required stream buffers as defined by DWQ
- ☐ Natural Buffers

Street/Right of Way Information

- ☐ Proposed streets
- ☐ Existing and planned streets on adjoining properties and in the proposed subdivision
- ☐ Rights-of-way, location and dimensions
- ☐ Pavement widths
- ☐ Appropriate grades
- ☐ Design engineering data for all corners and curves
- ☐ Typical street cross sections
- ☐ Street names (requires UCEMS Communications Approval)
- ☐ If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the State Department of Transportation (DOT), Division of Highway's Manual on Driveway Regulations. Evidence that the subdivider has obtained this approval must accompany the plan

Landscaping Information

- ☐ Property Boundary Buffers (DO Article 11)
- ☐ Street Buffers (DO Article 11)
- ☐ Vehicular Use Area (DO Article 11.3-3)
- ☐ Foundation Plantings (DO Article 11)
- ☐ Tree Save Areas (DO Article 11)

Utility Information

- ☐ Utility and other easements
- ☐ Sanitary sewers
- ☐ Other drainage facilities, if any
- ☐ Water distribution lines
- ☐ Natural gas lines
- ☐ Telephone lines
- ☐ Electric lines
- ☐ Cable TV
- ☐ Plans for individual water supply and sewer disposal systems, if any
- ☐ Profiles based upon mean sea level datum for sanitary sewers and storm sewers

Site Calculations

- ☐ Acreage in total tract to be subdivided
- ☐ Acreage in parks and recreation areas and other nonresidential uses
- ☐ Total number of parcels created
- ☐ Acreage in the smallest lot in the subdivision
- ☐ Linear feet in streets

Other

- ☐ Pedestrian or bicycle paths, if applicable
- ☐ Parks and recreation paths, if applicable
- ☐ School sites, if applicable
- ☐ Areas to be dedicated to or reserved for public use

- ☐ Areas to be used for purposes other than residential with the purpose of each stated
- ☐ The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowner's association or for tenants remaining in subdivider's ownership)of recreation and open space lands
- ☐ Any historical properties identified on the National Register of Historic Places
- ☐ Water/Sewer approval from UCPW/Copy of the Standard Water and Sewer Services Extension Agreement
- ☐ The accurate locations and descriptions of all monuments, markers and control points
- ☐ A copy of erosion control plans submitted to the appropriate authority, if plan is required. The plan shall be submitted to the State Division of Land Quality Regional Office
- ☐ Architectural Plans showing compliance with UDO Article 5.7
- ☐ Storm Water Calculations (if over an acre)
- ☐ Fee for Minor Subdivision Preliminary Plan Review Paid (see Town of Stallings Fee Schedule)
- ☐ List all approved zoning conditions if applicable
- ☐ Six (6)) copies of plans

Engineer Signature

Date

*****Town of Stallings Staff Use Only Below*****

Project Name: _____

- ☐ Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- ☐ Application is **NOT** complete and is **REJECTED** for Plan Review for the following reasons:

Engineer Contacted By: _____

_____ Date: _____ Time: _____